

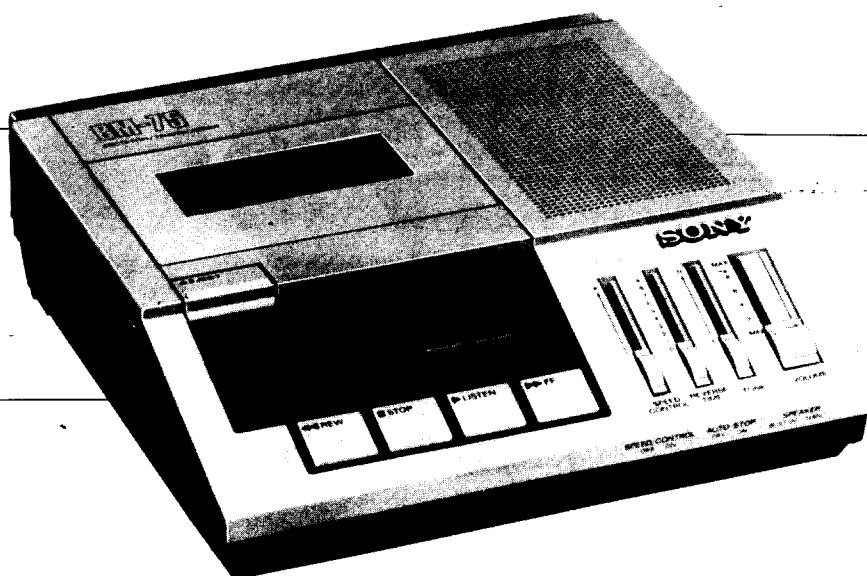
SONY

DICTATOR/TRANSCRIBER

BM-75

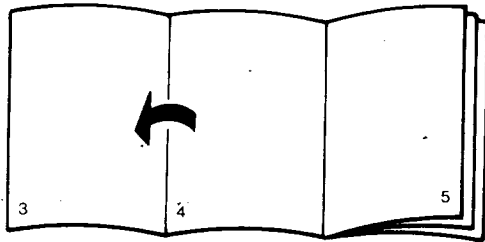
OPERATING INSTRUCTIONS

Please read this operating manual thoroughly before operating this high quality electronic unit, so that you can obtain the maximum benefit from the unit. This manual should be retained for future reference and used to answer your operational questions as they arise.



OWNER'S RECORD

As you read, fold back this page as shown below for referring to location of controls.



The model and serial numbers are located at the bottom. Record the serial number in the space provided below. Refer to these numbers whenever you call upon your Sony Information Products dealer regarding this product.

Model No. BM-75

Serial No. _____

WARNING

To prevent fire or shock hazard, do not expose the set to rain or moisture.

To avoid electrical shock, do not open the cabinet. Refer servicing to qualified personnel only.

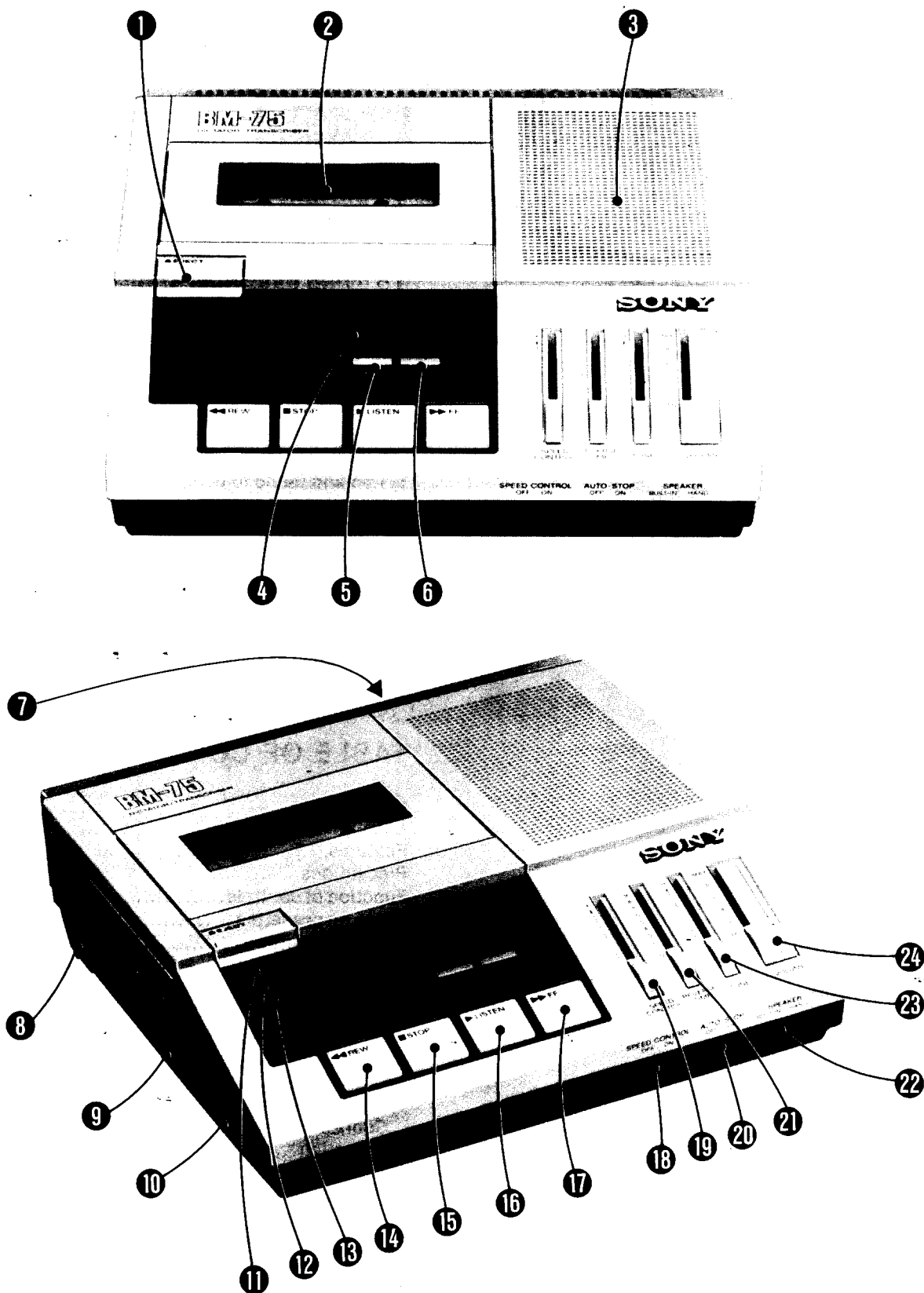
This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing devices pursuant to Subpart J of Part 15 of the FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

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LOCATION OF CONTROLS

Each number in the photo is keyed to the descriptive text.



FEATURES

The Sony dictator/transcriber BM-75 is a combination model for both dictating and transcribing.

As a dictator

- Full remote control dictation by using the hand control unit.
- By using the LTR button of the hand control unit, cue signals are recorded on the tape.
- Fail-safe warning systems during recording: end alarm and empty alarm.
- The automatic recording level control system automatically adjusts and maintains a proper recording level.
- Choice of built-in speaker or hand speaker of the hand control unit.
- TONE and VOLUME controls to adjust the sound to your preference.
- LED voice mirror with the REC/ERASE indicator.

As a transcriber

- Full remote control transcription by using the foot control unit.
- The tape speed in playback mode can be controlled by the SPEED control to keep pace with your transcribing speed.
- The REVERSE TIME control enables you to repeat a few words of dictated material as often as you like.
- The automatic stop function together with the remote indexing system enables you to reach any part of the tape quickly and accurately.
- All mode shut-off mechanism activates at the end of the tape in any operating mode.
- The tape travel is displayed in minutes and seconds for indexing the contents.
- Built-in quick erasing.
- Three indicators: LTR INDEX indicator, REC/ERASE indicator and LISTEN indicator.

PRECAUTIONS

- Operate the unit only on 120 V ac, 60 Hz.
- Unplug the unit from the wall outlet when it is not to be used for an extended period of time. To disconnect the cord, pull it out by grasping the plug. Never pull it by the cord.
- The unit is not disconnected from the ac power source as long as it is connected to the wall outlet, even if the unit itself has been turned off.
- Do not install the unit in a location near heat sources such as radiators or airducts, or in a place subject to direct sunlight, excessive dust, mechanical vibration, or shock.
- Allow adequate air circulation to prevent internal heat build-up. Do not place the unit near materials (curtains, draperies) that may block the ventilation holes.
- Should any liquid or solid object fall into the unit, unplug the unit and have it checked by qualified personnel before operating it any further.

If you have any question or problem concerning your unit that is not covered in this manual, please consult your nearest Sony Information Products dealer.

FUNCTION OF CONTROLS

Each number in the text is keyed to that of "Location of controls" on page 3.

① **EJECT button**

Press to open the cassette compartment lid. Press again to pop up the cassette. When the tape is moving, this button activates only for opening the cassette compartment lid.

② **Cassette compartment**

③ **Built-in speaker**

④ **Tape counter**

Use the counter for indexing the tape contents in minutes and seconds. Before recording, set the counter to 0.00 by pushing the RESET button. The figures of the counter change as the tape passes. Make a note of the figures and the dictation being recorded. Later on the desired dictation can be rapidly located by using the ◀◀ REW or ▶▶ FF button, or by setting the HU-70 function lever to B (back) SPACE.

⑤ **RESET button**

Press the RESET button when you begin to record to return the counter readout to 0.00 for proper indexing.

⑥ **ERASE button**

To erase, while keeping this button pressed, press the ◀◀ REW button. Refer to page 10.

⑦ **AC power cord**

Connect the cord to a wall outlet.

⑧ **Power switch**

Set the switch to ON to turn on the power.

⑨ **CONTROL UNIT connector**

For dictating, connect the Sony HU-70 hand control unit (optional) to this connector. For transcribing, connect the Sony FS-75 foot control unit (optional).

⑩ **EARPHONE jack**

For listening with an earphone. When the earphone is plugged in, the built-in speaker of the BM-75 or the hand speaker of the HU-70 is automatically disconnected.

⑪ **LTR INDEX indicator**

When the LTR button of the HU-70 hand control unit is pressed, this indicator lights for approx. 3 seconds and a cue signal is recorded on the tape.

⑫ **REC (record)/ERASE indicator**

When the set is in record mode (dictating), this indicator lights and flickers according to the strength of the input sound signal. During erasing, the indicator lights.

⑬ **LISTEN indicator**

This indicator lights when the unit is in listen mode.

⑭ **◀◀ REW (rewind) button**

Press to rewind the tape. To release the rewind mode, press the ■ STOP button.

⑮ **■ STOP button**

Press to stop the tape in play, rewind or fast forward mode. The tape motion controlled by the HU-70 or FS-75 cannot be stopped with this button.

⑯ **▶▶ LISTEN button**

Press this button to play back. The LISTEN indicator will light.

⑰ **▶▶ FF (fast forward) button**

Press to rapidly advance the tape. To release fast forward mode, press the ■ STOP button.

⑱ **SPEED CONTROL switch**

The SPEED CONTROL knob functions when this switch is set to ON. Refer to "Speed control" on page 10.

⑲ **SPEED CONTROL knob**

Slide to adjust the playback speed. This knob functions only when the SPEED CONTROL switch is set to ON. Refer to the "Speed control" on page 10.

⑳ **AUTO-STOP switch**

To activate the automatic stop function, set the switch to ON. For details, see "AUTO-STOP switch" on page 10.

㉑ **REVERSE TIME control**

Used only in transcribing. Adjust the control to review the last few words each time you resume listening. See "REVERSE TIME control" on page 10.

㉒ **SPEAKER selector**

When listening to the tape, select the desired speaker; BUILT-IN or HAND (hand speaker of the optional Sony HU-70 hand control unit).

㉓ **TONE control**

Slide to adjust the playback tone quality. Slide toward H for more treble, or L for less treble.

㉔ **VOLUME control**

Slide towards MAX for more volume.

NOTES ON CASSETTES

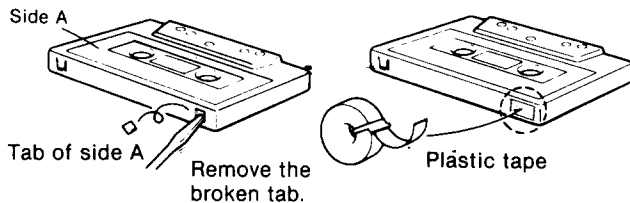
- Any standard cassette can be used, but the Sony leaderless cassette tape DC-60 (supplied) or DC-90 (optional) is recommended. The use of the chromium dioxide or metal type of cassette is not advisable.
- Choose a cassette of suitable length. Recording time of each side of these cassettes is as follows:
 - DC-60 Approx. 30 minutes
 - DC-90 Approx. 45 minutes
- The letter A on the Sony cassette is embossed to help you distinguish that side of the cassette in a dimly lit area.

Note on the 120-minute cassette

The use of a 120-minute cassette tape is not recommended except for long continuous recording or playback. When using this cassette tape, do not switch the tape operation mode frequently.

To prevent accidental erasure

When the BM-75 is operated in the record mode, previous recordings are automatically erased. For this reason, cassettes incorporate a safety device to prevent accidental erasure. When the small tabs at the rear of a cassette are broken out, an interlock on the BM-75 will be activated, preventing recording. To protect side A recording, break out the tab of that side. For the protection of side B, break out the tab of that side. When the cassette is installed for dictating with the tabs broken out, recording cannot be attempted, but the alarm sound is heard.

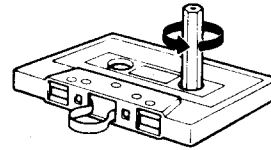


To reuse a cassette for recording after the tabs have been removed, simply cover each slot with a small piece of plastic tape. Do not stick any material on any part of the cassette except the circled portions, as shown.


CASSETTE INSERTION

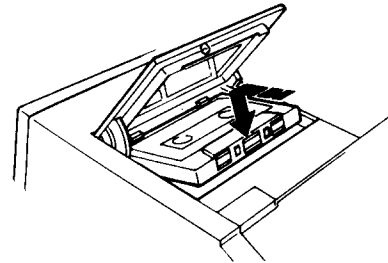
BEFORE INSERTION

Before inserting a cassette, take up any tape slack by inserting a thick pencil into the hub of the cassette and turning it a few times as shown.



INSERT THE CASSETTE AS FOLLOWS:

- 1 Press the  EJECT button to open the cassette compartment.
- 2 Insert the cassette with the exposed tape facing you. Insert the cassette all the way until a click is heard, so that the head pops out. Make sure the hub wound with the tape is on the left.



- 3 Close the cassette compartment lid.

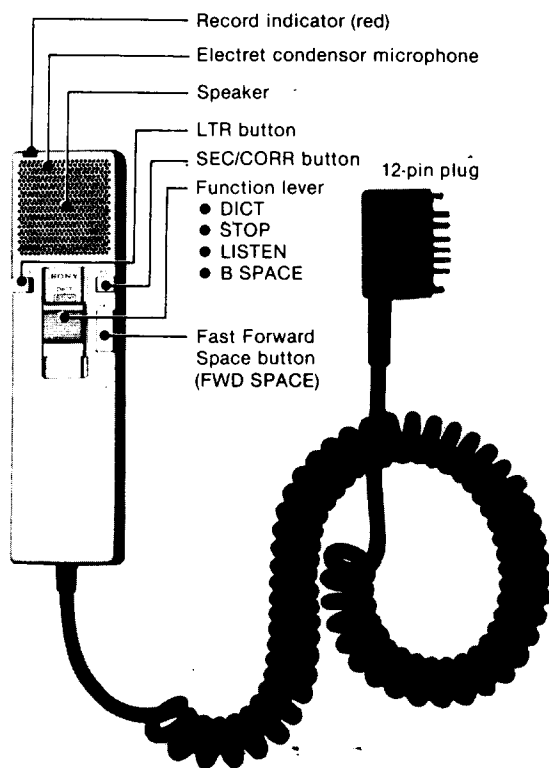
Precautions

- Never touch the surface of the tape. Oil from your fingers could damage the tape.
- Always insert the tape so that the side or portion of the tape you are recording is wound completely on the left reel of the cassette. For playback, be sure to insert the cassette with the recorded side up.

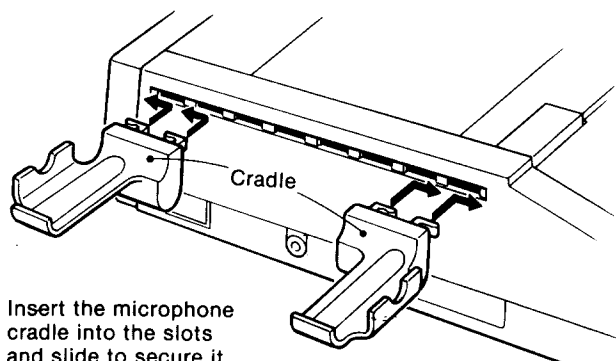
As you read, refer to the photo on page 3.

By connecting the Sony HU-70 hand control unit (optional), the BM-75 can be used as a dictator.

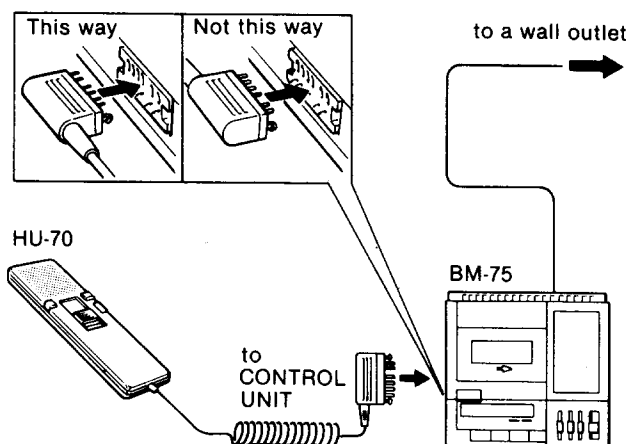
HU-70



- 1 Attach the microphone cradles (supplied) to the left or right side of the BM-75. Place the HU-70 on the cradle while not in use, or recording a conference, etc.



- 2 Connect the plug of the HU-70 to the CONTROL UNIT connector on the left side.



- 3 Plug the ac power cord into a wall outlet.

- 1 Turn the power switch on. The figures will appear on the tape counter showing that the BM-75 is ready to operate.
- 2 Insert a cassette into the cassette compartment. See "CASSETTE INSERTION" on page 6. Make sure that the tape is fully rewound.
- 3 Set the function lever of the HU-70 to DICT. The tape will start and the red REC/ERASE indicator of the BM-75 and the red indicator of the HU-70 will light.
 - If an alarm is heard and the tape does not start, check as described in "ALARM SYSTEM" on page 8.
- 4 Speak into the microphone of the HU-70. The red indicator flickers according to your voice.
 - No recording level adjustment is necessary with the SONY-MATIC recording system.
- 5 To stop the tape, set the function lever to STOP. Be sure to set the power switch of the BM-75 to STANDBY after use.
 - At the end of the tape, the automatic shut-off mechanism activates, then the tape motion stops automatically and an alarm sound is heard (end alarm). Set the function lever to STOP, and the alarm will stop.
 - For indexing the tape contents, set the tape counter to 0.00 by pushing the RESET button.

To give instructions to your secretary, press the LTR button on the HU-70 while dictating. An electronic cue signal for the auto stop device of the Sony transcribing units will be recorded on the tape. With the automatic stop function of the transcribing machine, the tape will stop automatically at each signal in rewind or fast forward mode, so your secretary can reach any part of the tape without having to listen to all of the dictated material. The SEC CORR button of the HU-70 has the same function as the LTR button when the HU-70 is connected to the BM-75.

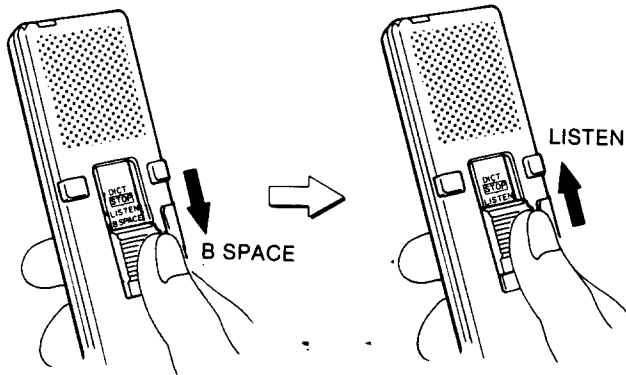
- The LTR button on the HU-70 is operative not only in the dictating mode but also in the stop and listening modes.

ALARM SYSTEM

When you finish dictation, give the cassette to your secretary without rewinding and ask her to press the RESET button to set the tape counter to "0.00", and to rewind the tape. The number in the time counter, preceded by the "T" mark, will increase, and when the cassette is rewound, she can see the total dictation time.

REVIEWING (PLAYBACK)/CORRECTING THE TAPE

- 1 Set the SPEAKER selector to BUILT-IN or HAND, as desired.
BUILT-IN: To listen to the sound with the BM-75 speaker.
HAND: To listen to the sound privately with the HU-70 hand speaker.
- 2 Keep the function lever of the HU-70 set to B SPACE until desired point on the tape is reached, then release the lever at LISTEN. The dictated material will be played back.



- 3 Adjust the volume with the VOLUME control.
 - 4 When the review is completed, set the function lever to DICT, and proceed with the dictation.
- In LISTEN mode, with the SPEED CONTROL switch set to ON, the SPEED CONTROL knob can be adjusted to allow faster or slower playback. When the SPEED CONTROL switch is set to OFF, the original speed and tone of dictation can be obtained.
 - For fast forward of the tape, keep the FWD SPACE button pressed with the function lever set to LISTEN until the desired portion is reached.

Instant edit function

If a change or correction is necessary, backspace to the desired point, and immediately set the function lever to DICT. A new recording will begin from that point.

A continuous alarm sound will come on if the BM-75 is set in operation in the cases listed below. To stop the alarm sounds, set each control unit to stop mode and proceed as described under "correction".

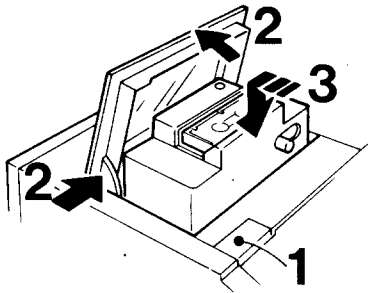
	Function lever of the HU-70	FS-75	occasion	correction
Empty alarm	DICT, LISTEN, B SPACE or FWD SPACE	in the play, rewind, back space or forward space mode	No cassette in the cassette compartment. The cassette inserted is not firmly locked.	Insert a cassette. Press the cassette until it locks into place with a click.
	DICT	—	The cassette inserted has had the safety tabs removed.	Use a cassette with the tab not broken, or cover the slot with a small piece of plastic tape and reinsert the cassette.
End alarm	DICT, LISTEN, B SPACE or FWD SPACE	in the forward space mode	The tape of the cassette inserted has been completely wound onto the right reel.	Press the REW button to rewind the tape or turn the cassette over.
		in the back space mode	The tape has been completely wound onto the left reel.	Forward the tape.

When the unit is operated by the BM-75 operation buttons, the alarm sounds at the end of the tape, the automatic shut-off mechanism activates and the alarm stops automatically.

MICROCASSETTE TRANSCRIPTION

With the Sony MA-50 microcassette adaptor (optional), transcription from the microcassette is possible.

Installation



- 1 Press the **EJECT** button to open the lid of the cassette compartment.
 - 2 Depress the support of the cassette compartment lid in the direction of the arrow to further open the lid.
 - 3 Install the MA-50 microcassette adaptor as shown in the illustration.
- To remove the MA-50, lift it up while pressing the **EJECT** button.

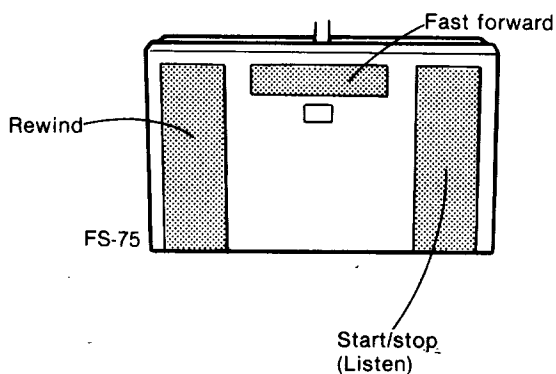
Notes

- When the MA-50 is used, the tape counter does not function properly.
- When the MA-50 is not in use, be sure to remove it from the BM-75.

TRANSCRIPTION

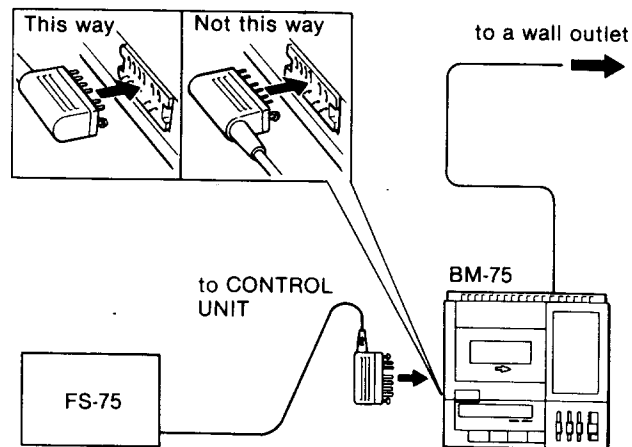
As you read, refer to the photo on page 3.

By connecting the Sony FS-75 foot control unit (optional) the BM-75 can be used as a transcriber.



CONNECTION

- 1 Place the foot control unit under your foot.
- 2 Connect the FS-75 to the CONTROL UNIT connector.

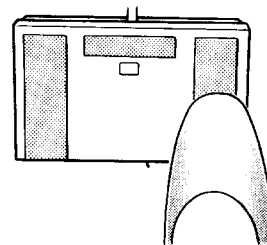


- 3 Plug the ac power cord into a wall outlet.

OPERATION

Note: Make sure that the **SPEAKER** selector is set to **BUILT-IN**.

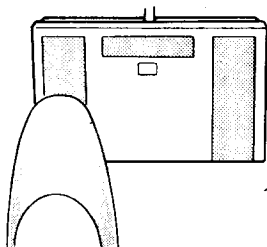
- 1 Set the power switch to **ON**.
- 2 Insert the recorded cassette into the cassette compartment.
See "CASSETTE INSERTION" on page 6.
- 3 Press the **LISTEN** button or step on the right side of the pedal of the FS-75 and keep it depressed to continue listening to the recorded material. Playback will begin.



- 4 Adjust the volume and tone with the **VOLUME** and **TONE** controls. Adjust the **SPEED** and **REVERSE TIME** control, if necessary. (Refer to page 10.)
 - 5 To stop the tape, release the pedal of the FS-75. Be sure to set the power switch of the BM-75 to **STANDBY** after use.
- Before starting to transcribe, listen to all secretarial instruction, if present. To reach the desired points with the electronic cue signal previously recorded, use the automatic stop function. (Refer to page 10)
 - At the end of the tape, the automatic shut-off mechanism activates and an alarm sound is heard (end alarm). Release the pedal of the FS-75, press the **EJECT** button to take out the cassette, and then repeat the transcribing procedures.

Backspace function

When you step on the left side of the pedal, the tape will be rewound until the pedal is released. The REVERSE TIME control rewinds the tape for only a few seconds (see below), but this pedal backspacing rewinds the tape until the pedal is released, until you reach the end of the tape, or with the AUTO-STOP switch set to ON, an electronic index signal has been recorded on the tape.



Fast forward function

When you step on the top center of the pedal, the tape will advance rapidly until the pedal is released, until you reach the end of the tape, or with the AUTO-STOP switch set to ON, an electronic index signal has been recorded on the tape.

◀◀ REW and ▶▶ FF buttons

For fast forward or rewind of the tape, press the ▶▶ FF or ◀◀ REW button of the BM-75. To stop the fast forward or rewind mode, press the ■ STOP button.

- At the end of the tape in fast forward or rewind mode, the tape motion stops with an alarm sound.

Speed control

The playback speed can be adjusted to your transcribing speed with the SPEED CONTROL knob.

Slide the knob towards "+" to increase the playback speed up to as much as 50% faster than normal speed; towards "-" to decrease it up to as much as 20% slower than normal speed.

REVERSE TIME control

To review the last few words each time you resume listening, adjust the REVERSE TIME control. When the knob is slid upwards, the last portion of the tape will be reviewed by using the start/stop function of the FS-75. At "9" position, the BM-75 stops to review the material of about 6 seconds. At "0" position, the BM-75 stops without reviewing. Set the control so that it clicks into position at each number.

The REVERSE TIME control operates only in conjunction with the foot control unit.

- When the REVERSE TIME knob is moved one graduation, the length of reviewing changes by about 0.6 seconds.
- The amount of tape which will be reviewed will not be influenced by the position on the tape which is now being played back.

AUTO-STOP switch

When the AUTO-STOP switch on the front panel is set to ON in the fast forward or rewind mode, the tape will automatically stop at each electronic cue signal which has been previously recorded on the tape.

Thus, you can quickly reach any desired part of the dictated material without listening to unwanted portions.

- To cancel a cue signal and reach another point in fast forward or rewind mode, keep the ▶▶ FF or ◀◀ REW button depressed.
- If you do not wish to use this automatic stop function, or when you transcribe materials recorded with an ordinary cassette recorder, set the switch to OFF. Otherwise, the tape without cue signals may stop at a point where a sound signal of the same frequency as the cue signals is recorded on the tape.

Use of earphone

When you wish to listen to the tape contents or the sound to be recorded without being disturbed or disturbing others, the use of the earphone is recommended.

Plug the Sony DE-35 or DE-36 dynamic earphone, or MDR-U5M dynamic monaural headphones (optional) into the EARPHONE jack on the left side. The dictated material will then be heard through both earpieces or an earphone instead of the built-in speaker.

The earphone level can be controlled by the VOLUME control.

ERASING

As with conventional tape recorders, any previous recording on the tape is automatically erased when new dictation is recorded on the same side of the cassette. However, in this machine the recording can be erased rapidly as follows:

- 1 Set the power switch to ON.
- 2 Insert the cassette with the side to be erased up. If the tab on the cassette has been removed, cover the slot.
- 3 While depressing the ERASE button, press the ◀◀ REW button. The red REC/ERASE indicator will light and that portion of the tape being wound will be erased at the same time.
- 4 When the desired erasure is completed, press the ■ STOP button.

- At the end of the tape, the tape motion stops, and the erase mode will be released automatically and the REC/ERASE indicator will go off.

Note: The ERASE button cannot be operated and alarm sounds in the following cases.

- No cassette in the cassette compartment.
- The cassette inserted has had the safety tab removed.
- The ▶▶ FF, ◀◀ REW or ► LISTEN button has been pressed.

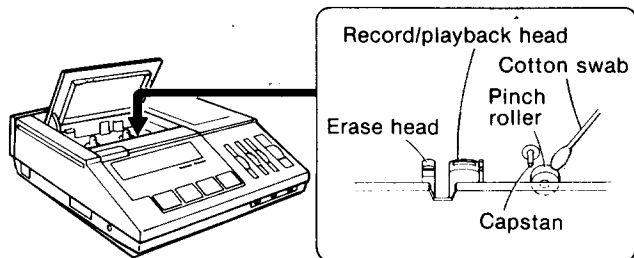
For quicker and easier erasure of the entire tape contents, the Sony BE-9H or BE-3 (available only in U.S.A.) cassette eraser (optional) is recommended.

MAINTENANCE

Cleaning the heads

Keeping the tape heads in a clean condition is essential to the proper operation of the BM-75. Accumulations of dust and tape oxides on the heads will result in sound drop-outs, a loss of high frequencies and excessive tape wear.

- 1 Disconnect the power cord.
- 2 Press the **EJECT** button to open the cassette compartment lid. Remove the cassette, if present.
- 3 Moisten a cotton swab or a soft cloth with denatured alcohol, and gently wipe the heads, capstan and pinch roller over which the tape travels.



Cleaning the cabinet

Clean the cabinet with a soft cloth moistened with water or a mild detergent solution. Do not use solvents such as alcohol, benzine, or thinner as they may mar the finish of the cabinet.

SPECIFICATIONS

Recording system	4-track 2-channel monaural (L channel for electronic index signals, and R channel for sound signals)
Fast winding time	Approx. 2 min. 15 sec. with Sony cassette DC-90
Frequency response	100–8,000 Hz
Speaker	Approx. 7 cm (2 ⁷ / ₈ inches)
Power output	400 mW (at 10% harmonic distortion)
Output	Earphone jack (minijack) for 8-ohm earphone
Power requirements	120 V ac, 60 Hz
Current drain	240 mA
Dimensions	Approx. 224×68×232 mm (w/h/d) (8 ⁷ / ₈ ×2 ³ / ₄ ×9 ¹ / ₄ inches) incl. projecting parts and controls
Weight	Approx. 2.5 kg (5 lb 9 oz)
Accessories supplied	Tape cassette DC-60 (1) Microphone cradle (1 set)

Design and specifications subject to change without notice.

OPTIONAL ACCESSORIES

Hand control unit	HU-70
Foot control unit	FS-75
Dynamic earphone	DE-35, DE-36
Dynamic monaural headphone	MDR-U5M
Cassette eraser	BE-9H, BE-3 (available only in U.S.A.)
Microcassette adaptor	MA-50
Cassette tape	DC-90, DC-60, DC-30

Continued trouble-free operation of any tape recorder is dependent on the quality of the cassettes used in conjunction with it. The use of Sony cassettes is recommended for high quality recording and trouble-free operation.

Your dealer may not handle some of the above listed optional accessories. Please ask the dealer for detailed information about the available optional accessories.

TROUBLESHOOTING GUIDE

Should any problem occur with the unit, make the following simple tests to determine whether or not servicing is required. If the problem persists after you have made these tests, consult the nearest Sony Information Products dealer.

The unit does not operate.

- The ac power cord is not plugged into a wall outlet.
- The power switch is set to STANDBY.

Cassette cannot be inserted.

- Cassette is being inserted improperly. See page 6.
- The function lever of the HU-70 is set to LISTEN.
- The head is popped out. Press the \triangle EJECT button.

An alarm is heard, when the HU-70 function lever is set to DICT.

- No cassette in the cassette compartment.
- The cassette inserted is not firmly locked.
- The cassette inserted has had the safety tabs removed. See page 6.
- The tape has been completely wound onto the right reel.

An alarm is heard, when the FS-75 is set in forward mode.

- No cassette in the cassette compartment.
- The cassette inserted is not firmly locked.
- The tape has been completely wound onto the right reel.

The $\blacktriangleright\blacktriangleright$ FF or $\blacktriangleleft\blacktriangleleft$ REW button is released in a few seconds with an alarm.

- The tape has been completely wound onto the right reel (in fast forward mode) or onto the left reel (in rewind mode).
- A tape with a cue signal recorded is used and the AUTO-STOP switch is ON.

Tape motion is not controlled by the HU-70 function lever.

- The plug of the HU-70 is not firmly connected to the accessory connector of the BM-75.
- The $\blacktriangleright\blacktriangleright$ FF or $\blacktriangleleft\blacktriangleleft$ REW button is pressed.

The recording cannot be erased when the $\blacktriangleleft\blacktriangleleft$ REW and ERASE buttons are pressed.

- The tape is completely wound onto the left reel.
- No cassette in the cassette compartment.
- The cassette inserted has had the safety tabs removed.

Tape motion is not controlled by the FS-75.

- The plug of the FS-75 is not firmly connected to the CONTROL UNIT connector of the BM-75.

Tape speed is too fast or slow.

- The SPEED control is too much towards "+" or "-" when the SPEED CONTROL switch is set to ON.

No sound from the built-in speaker.

- The SPEAKER selector is set to HAND.
- The VOLUME control is turned down completely.
- An earphone is plugged in.

Sound drop-outs, loss of high frequencies, or excessive noise.

- Dirty head. See page 11.

Unsatisfactory erasing.

- Dirty head. See page 11.